



Employee Certification of Total State Service

If you have worked in North Carolina for certain employers (listed on the back of this form), you may be able to get credit toward your vacation and sick leave, longevity, service awards, and total state service.

☐ I have no prior N.C. state or county employment that would give me credit for total state service.

☒ I certify that I do have prior N.C. state or county service as listed below. I understand that these former employers will be contacted to verify my dates of employment.

Signature: Jane S. Doe

Date: 7-30-04

If you have prior service, please list beginning with the most current or last employer:

Employer, Address, and Phone	Position Held	Date Started	Date Ended	Full Time?	If Part Time, List # of Hrs.
NC Dept. of Administration 777 Salisbury St. Raleigh, NC 77777	Administrative Assistant	03/10/00	07/02/03	yes	
NC Dept. of Revenue 501 N. Wilmington St. Raleigh, NC 77777	Administrative Assistant	01/03/93	02/28/00	no	20 hrs. per wk.

Complete the following information if you listed past employment above.

Your Full Name: Jane S. Doe

Maiden name or other name(s) during work history above: Jane Smith

Your Social Security Number: 555-55-5555

I certify that to the best of my knowledge, the above information is correct.

Signature: Jane S. Doe

Date: 7-30-04

Office Use Only: Verifying HR Office, please complete the verification statement on the reverse side of this form.

CREDITABLE SERVICE

You may be eligible for credits for the following:

1. Permanent employment with any state agency (**20 hours or more per week**)
2. Public School System of North Carolina
3. Community College System
4. Administrative Office of the Courts
5. Social Services (**except** Wake County as of 12/6/96)
6. Mental Health (**except** Wake County as of 12/6/96)
7. Health Department (**except** Wake County as of 12/6/96)
8. Alcoholic Rehabilitation Centers (ARC) (**except** Wake County as of 12/6/96)
9. County Agriculture Extension Service (now called Cooperative Extension Services)

NON-CREDITABLE SERVICE

You will **not** be eligible for credits for the following:

1. Temporary service (**except** General Assembly employees)
2. Out-of-State service
3. Federal employment
4. City employment
5. County employment (**except** as indicated under Creditable Service above)
6. Sheriff's department
7. Police department
8. Time while out on Leave-Without-Pay (**except** for military leave and workers' compensation leave).

To be completed by the Verifying Agency HR office

Verification of Service Credit. State agency's Human Resources office, please review the data listed on the reverse and sign below if you have adjusted or agree with the information provided by the employee.

The leave documented above is correct as stated or has been adjusted to reflect the current total years/months of service.

Signature

Title

Agency

Date

Please return this form to: _____